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Working Group Operating Procedures

Exxon Valdez Oil Spill Restoration Team

These procedures are to be followed by Restoration Team Working Groups.

1. Working Group Membership

Working Group members are identified by Trustee agencies, recommended by the Restoration Team and approved by the Trustee Council. Working Group members should designate alternates (with approval of the Restoration Team member) to attend meetings for them when they cannot attend. There will be no more than one equivalent member per Trustee agency on a given Working Group, unless otherwise approved by the Trustee Council. (Some agencies may want to split time between members to obtain more diverse coverage).

2. Working Group Chairs

The Chair is a member of the Restoration Team (except for the Restoration Planning Working Group), is recommended by the Restoration Team and approved by the Trustee Council. The Chair should oversee all Working Group meetings. However, if they cannot attend a scheduled meeting, they may designate an alternate Chair to conduct the meeting in their absence.

3. Working Group Meetings

The Working Group Chair sets the date and time of the meetings in consultation with the Working Group members. An agenda should be sent by the Chair to all Working Group members prior to the meeting. The agenda must contain the time and location of the meeting and a list of the principal topics of discussion. If a scheduled meeting must be canceled, it is the responsibility of the Chair to sufficiently notify all Working Group members, especially those who must travel, to avoid inconvenience and unnecessary costs. The Chair is responsible for reserving a meeting room with the Administrative Director's staff if the meeting is in the Simpson Building in Anchorage and chairing each meeting.

4. Working Group Decisions

Decisions of Working Groups are to be made by general consensus. Any questions or conflicts that cannot be resolved by the Working Group should be brought to the attention of the Restoration Team, by the Working Group Chair, for resolution. Working Group members can prepare minority reports on issues their agency disagrees with.

5. Meeting Summaries

The Chair is responsible for producing a summary of action items, to whom they were assigned and their due date after the Working Group meeting. The summary must identify the Working Group name, date of the meeting, and the persons in attendance. Within two weeks, the summary must be sent to the members of the Working Group, the members of the Restoration Team, and the Administrative Director.

6. Matters To Go Before the Restoration Team

Any materials that are to go before the Restoration Team for discussion or action must be sent by the chair to the Administrative Director and each member of the Restoration Team sufficiently prior to the meeting for adequate review time.

7. Budget and Reporting Requirements

Based upon guidance from the Restoration Team, the Chair shall compile an annual budget and work plan of the Working Group for submission through the Restoration Team to the Trustee Council for approval. The Budget is to include a list of Working Group tasks, a list of members, time allocated per member, and itemized costs following the form prescribed in the Financial Operating Procedures. The Work Plan should identify the specific tasks to be accomplished, how the work will be completed and a schedule for their completion. The Chair is also responsible for issuing a quarterly report to the Restoration Team, following the form prescribed in the Financial Operating Procedures, which will be included in a composite report to the Trustee Council.

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**RESTORATION TEAM MEETING
JANUARY 21, 1992**

Attendees:

Tim Steele
Marty Rutherford
Moe McGee
Carol Gorbics
Dave Gibbons
Martha Shepard
Cordell Roy
Barbara Iseah

Unpublished

Raw Data - Response DEC
Raw Data - NRDA
Slides
Videos
D.A. Reports
Raw Data - Restoration
Process Documentation
(Public Record)
Digital Data - Database - GIS

OPTIONS FOR OSPIC

Option 1:

- Admin record maintained by Admin Director: Cost
- Public information office maintained by Admin Director (public meetings, public notice): Cost
- Published data in OSPIC to established library: Cost
- Federal unpublished reports, incomplete or unanalyzed data stays in Fed agencies in Juneau and Anchorage: No cost
- State unpublished reports, incomplete or unanalyzed data stays in state agencies in Juneau and Anchorage: No cost

Consequences - No centralized EVOS collection
No active acquisitions
Data not all QA/QC
Some duplication Fed/State
Public requests referred from PIO and agencies and library
No data search assistance at agency
Only on-site access to data in agency
Premature materials not in archival stage - data still in active state

Option 2:

- Admin record maintained by Admin Director: Cost
- Public information office maintained by Admin Director (public meetings, public notice): Cost
- Published data in OSPIC to established library: Cost
- Federal unpublished reports, incomplete or unanalyzed data to Fed archive in Anchorage: No Cost
(possible to have State and Fed combined in Fed archive)
- State unpublished reports, incomplete or unanalyzed data to State (possible to have State and Fed combined in state archive)
Archive in Juneau or UAF: No cost

Consequences - No centralized EVOS collection
No active acquisitions
Data not all QA/QC
Some duplication Fed/State
Public requests
No data search assistance at archive
Only on-site access to data in archive
Premature materials not in archival stage - data still in active state

Option 3a:

- Admin record maintained by Admin Director: Cost
- Public information office maintained by Admin Director (public meetings, public notice): Cost
- Centralize OSPIC function under Admin Director: Cost
 - . Acquisition and maintenance of published material on EVOS
 - . Provide public access, reference document distribution
 - . Response, agency files, non-published data to State or Fed archive when final; will not be housed in EVOS Resource Collection
 - . Move non-EVOS material to established library

Consequences - No network; there would be extremely limited offsite access of EVOS info
No complete EVOS collection (no data, unpublished info, etc.)

Option 3b:

- Admin record maintained by Admin Director: Cost
- Public information office maintained by Admin

- Director (public meetings, public notice): Cost
- Centralize OSPIC function under Admin Director: Cost
 - . Acquisition and maintenance of published material on EVOS
 - . Provide public access, reference document distribution
 - . Response, agency files, non-published data to State or Fed archive when final; will not be housed in EVOS Resource Collection
 - . Move non-EVOS material to established library
 - . Networked at reduced level to provide nationwide access to EVOS information (includes interlibrary loan, cataloging, processing, etc.

Consequences - No complete EVOS collection
 No research support
 Limited public outreach/support

Staff

- Option 1 - 3+0 =3
- Option 2 - 3+0 =3
- Option 3a - 3+1 =4 (1 professional) X
- Option 3b - 3+2 =5 (2 professionals) X + \$75,000 (\$10K network + \$65K librarian)

Primary duties of the Center with respect to options:

- Receive and direct to the appropriate person or agency requests, questions, comments and suggestions (all)
- Provide library reference and referral services for EVOS materials (3a&b)
- Provide reference and referral services for Admin record materials (all)
- Code and track replies to specific requests for public comment (all)
- Mail Trustee Council agendas to appropriate parties (all)
- Write and issue press releases (all)
- Answer or direct inquiries from news media (all)
- Coordinate printing and distribution of relevant restoration documents (all)
- Maintain the official public record as it continues to develop (all)
- Provide copies of documents or other materials to members of the public (1&2 admin record; 3a&b - published EVOS material)
- Assist in the development of educational programs and public services and opportunities (all)